U.S. Department of State
Privacy Impact Assessment Summary

TITLE: Central Financial Management System (CFMS)
June 2007

I.   **Describe the information to be collected (e.g., nature and source). Be sure to include any information in an identifiable form, e.g., name, address, social security number or other identifying number or code, telephone number, email address, etc).**

CFMS is currently in a read-only archive state. Information collected from vendors doing business with the State Department consisted of corporate information (e.g. tax Identification Number (TIN); corporate address; Bank Routing/Account for EFT payments; telephone number; EEOC classification). Information collected from State Department employees is already contained in the State Department's payroll systems (e.g. Employee ID (either SSN or FSN ID); address; and Bank Routing information for EFT payments). Information collected for individual accounts receivables, like Repatriation Loans, consisted of social security numbers, names, addresses, telephone numbers, and loan numbers.

II.   **Why is the information being collected (e.g., to determine eligibility)?**

CFMS is currently in a read-only archive state. No additional information is being collected.

III.   **How will the information be used (e.g., to verify existing data)?**

CFMS is currently in a read-only archive state. Prior to that, CFMS was used to record and track all domestic financial transactions including payments, accounts receivable data, and cash receipts to outside vendors, individuals, and employees.

IV.   **Will you share the information with others (e.g., another agency for a programmatic purpose)? If yes, list the entities.**

No. CFMS is currently in a read-only archive state.

V.   **Describe what opportunities individuals have been given to decline to provide information or to consent to particular use of the information (e.g., whether individual may withhold permission for a particular use).**

CFMS is currently in a read-only archive state. All forms that collected personal information at the time of data collection contained a Privacy Act statement that indicated what information is collected, why, for what purpose the information will be routinely used, who the information will be shared with, and the consequences of not providing the data requested.

VI.   **How will the information be secured (e.g., administrative and technological controls)?**

CFMS is currently in a read-only archive state. Managers, system administrators, users, and developers have read only access to the current data. Table driven security

software, which is maintained by the designated Security Officer (ISSO), defines the access rights. User's access to the current data is restricted to the access granted by the supervisor and ISSO, and is based on a valid "need to know."

VII.   How will the data be retrieved (e.g., will it be retrieved by a personal identifier such as name, social security number, address, telephone number or some other identifier that is unique to an individual)?

CFMS is currently in a read-only archive state. Only authorized personnel are allowed to view the current data. A valid user ID and password are required for access to the system. For State Department employees, the SSN is the identifier. For other vendors or individuals, the TIN, EIN, DUNS#, or SSN is the identifier.